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POLICE DEPARTMENT

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October 22, 2013

Robert Ritchie
c/o MuckRock News
DEPT MR 8301
PO Box 55819
Boston, MA 02205-5819

RE: Open Records request

Dear Mr. Ritchie:

The Appleton Police Department is in receipt of an Open Records request regarding:

- All copies of the Use of Force Summary Form reports (APD Form #103) created by the Appleton Police Department from January 1, 2010 to when this request was received
- All written reports created by the Appleton Police Department regarding injuries or deaths caused by use of force.
- All copies of annual written analysis for the years 2010, 2011, 2012 and if available 2013 created by the Deputy Chief of Operations regarding all incidents using physical force by any member of the Appleton Police Department

Please be advised, the records regarding the Use of Force for 2010 is 321 pages; the cost of reproduction is .25 a page for a total of \$80.25 plus mailing fees. The records regarding the Use of Force for 2011 is 339 pages; the cost of reproduction is \$84.75 plus mailing fees. The records regarding the Use of Force for 2012 is 665 pages; the cost of reproduction is \$166.25 plus mailing fees.

You are entitled to copies of these reports however, the Appleton Police Department is entitled to the actual necessary and direct cost(s) of photographing processing and the actual and necessary and direct cost of mailing or shipping any copy of a record which is mailed or shipped to the requestor. In addition, as this request exceeds \$5.00, prepayment would be required to complete this request.

Please advise if you would like this request fulfilled.

Sincerely,


Dana Schmidt
Administrative Services Manager
Appleton Police Department